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# FORUM

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## WORK STUDY STUDENT INTERNSHIP PROGRAM CONTINUES

The United States Department of Housing and Urban Development (HUD) Work Study Program is an ongoing publicly financed activity administered locally by the Area Planning Board of Palm Beach County (APB) in conjunction with Florida Atlantic University (FAU). The Work Study Program provides financial aid to assist eligible graduate students in meeting educational expenses while gaining valuable professional governmental experience. One primary goal of the Program is to increase the number of trained professionals in various fields of public administration.

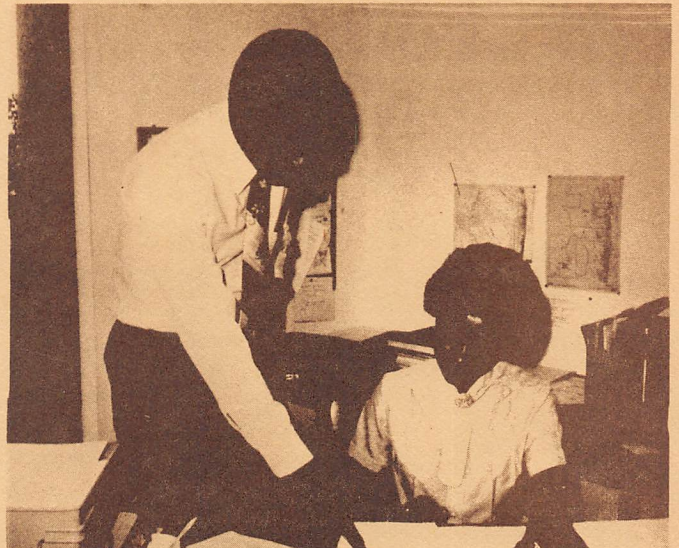
The Work Study Program presents an opportunity for graduate students to gain experience and understanding of the dynamics of public sector planning and/or management. These internships presently offer experience in city management, planning and general administration. All placements are with city and county governments in Palm Beach County.

Students selected to participate in the HUD Work Study Program must be enrolled in the graduate public administration program at FAU. The Program, which extends over a two (2) year period, leads to a Master of Public Administration Degree (MPA).

The Program requires students to devote twelve (12) to twenty (20) hours of work per week with their public agency. Participating students work for local agencies to gain practical experience and knowledge in the field of public sector planning and management.

### PROGRAM COORDINATION

All activities of the student participants in the Work Study Program are monitored and evaluated by the Work Study Coordinating Committee. In addition, quarterly evaluation/progress reports on the participants and program are maintained by the Work Study Coordinating Committee.



Mr. Gary Butler and Ms. Sandra Lawson, second year students in the Work Study Program, consult on a project at the Area Planning Board offices.

The Work Study Committee is comprised of nine (9) members representing all participants in the Program. There are representatives from the Area Planning Board Staff, the University, local governments, HUD, and one (1) student representative. The Committee reviews the academic and scholastic performance of student participants, discusses student work performance, job assignments, and recruitment strategies for the program. The Committee develops internal policies that will be utilized to enhance the overall program at the University, and participates in the selection of student participants prior to the beginning of the academic year (September), or as vacancies occur within the program, during the academic year.

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lines of the program, the University holds monthly seminars with student participants. During these seminars, students are afforded the opportunity to interrelate academic experiences in management and planning, with actual/practical job performance experiences. Guest speakers are periodically featured at these seminars in order to enhance student knowledge and understanding of management roles and responsibilities in the public sector.

## PROGRAM EVALUATION

The APB-FAU HUD Work Study Program maintains an evaluation system, which includes the following components:

1. **Student Recruitment:** The Program maintains a thorough recruitment phase by which prospective students are made aware of the public administration graduate program at the University, and the incorporation of the Work Study Program into the University general MPA program. Recruitment for graduate students is made through massive mailing of pamphlets to a cross-section of post-secondary institutions throughout the nation. Publicized announcements are also made in newspapers that have general circulation in southeast Florida. Innovative radio announcements in Spanish/Latin have also yielded applicants from Hispanic ethnic groups. The University's Admissions Office does a great deal of recruiting for the Work Study Program. Through its efforts, a number of potential participants have been identified. Finally, the Program Coordinator serves as a linkage to the aforementioned efforts, and endeavors to recruit in those places and areas where formal methods, as indicated above, are not successful. State, county, municipal, and other public agencies are contacted for the purpose of recruiting students who have already begun careers in the public sector.
2. **Evaluation of participating students academic performance:** In recruiting candidates for the MPA Program, interested applicants are apprised of the admissions requirements as set forth by the University. These requirements are:
  - a. Applicants must have a grade point average of 3.0 or higher in the last 90 quarter credits of work attempted at the undergraduate level; or have a combined score of 1,000 on the aptitude section of the Graduate Record Examination (GRE).
  - b. Applicants must have submitted to the University three (3) letters of recommendations from previous employers, or from University instructors familiar with their academic capabilities.
  - c. Applicants must also submit to the University a goal-statement indicating why the applicant desires a Master's Degree in Public

Administration, and his/her long and short term goals in this field of study.

## PROFILE OF STUDENT ACTIVITIES

So as to insure that student participants are exposed to practical useful work experience, the Work Study Program Coordinator makes regular field visits to placement agencies to discuss student's job performance.

The Coordinator and placement agency supervisor also discuss the practicality of work assignments. A concerted effort is made to minimize the development of "busy-work" for participants assigned to public placement agencies. During the regular scheduled seminars between the students and Coordinator, work performance and job assignments are generally discussed at length, thereby, affording participants the opportunity to discuss their practical work experience. The Program Coordinator has reported to the Work Study Coordinating Committee that placement agencies have met the intent of the program's purpose by providing meaningful job experience.

The Work Study Program for FY 1978-79 began with three (3) first year student participants and two (2) second year students. These five (5) students were employed by four (4) government agencies. A brief description of their activities by respective employer is presented below:

1. **Area Planning Board of Palm Beach County**  
Mr. Gary Butler, a second year student, was assigned an internship as a Housing Planning Assistant in the Comprehensive Planning Section of this agency. He participated in the planning activities of the Section and was responsible for helping to prepare a housing study entitled "Public Housing Authority Activity in Palm Beach County."
2. **City of Boca Raton**  
Ms. Linda Payne was assigned to work in the City's Community Development Department. She has been involved in assisting the coordinator of the Section 8 program and the housing and community development coordinator in planning various phases of housing and implementing policies that directly impact housing conditions within the City.
3. **City of Delray Beach**  
Ms. Sandra Lawson, the Program's other second year student, was assigned to work in the office of the City Manager. She has been involved with projects dealing with personnel administration, including studies on employee pay reclassifications and the expansion of civil service programs.
4. **Palm Beach County**  
Ms. Diane Withers and Mr. Robert Turner were assigned to the Palm Beach County Department of Planning, Zoning and Building - Division of



Housing and Community Development. They work as Community Development Planning Assistants under the Division's Planning Coordinator. Their responsibilities included conducting environmental reviews on HUD approved community development projects, assisting in the preparation of the 1979-80 Fifth (5th) Year Community Development Block Grant Application, and surveying housing conditions in the County's various neighborhood strategy areas.

## PROGRAM AND PARTICIPANT MONITORING

The Coordinator for the Work Study Program has the responsibility of monitoring the continued academic performance of student participants. Through ongoing counseling, the Coordinator is always aware of student academic standings as well as their conduct conformance to other University requirements.

Relative to ensuring that student participants are being exposed to practical useful work experience, the Program Coordinator makes at least one (1) field visit to the placement agency per month to discuss student participants' job performance. The Coordinator and placement agency supervisor also discuss the practicality of work assignments.

The overall success of the Work Study Program can best be documented through the placement of former student participants in professional positions. Several former students are now serving in top administrative positions in various local governments in Palm Beach County, as well as other areas throughout the nation. The combination of academic and professional training offered under Work Study seems to be more than adequately preparing the students for the chosen administrative/governmental careers.

## FINANCIAL ASSISTANCE

The Work Study Program, as all student financial aid programs, is administered according to a nationally accepted policy that the family, (meaning parents or those acting in place of parents), student, and/or spouse, is responsible for a student's educational expenses. Therefore, a student's eligibility for financial aid is determined by a comparison of his or her budget (educational expenses) for the period of attendance with what the family can reasonably be expected to contribute.

Educationally, financial aid is a complex and often confusing matter due to the number of sources of assistance and the amount of paperwork required. FAU attempts to provide as much assistance as possible, however, each year the University receives more requests for aid than it has available funds. The University does process each application and gives each applicant complete consideration.

If you are interested in the program, or know of someone who may be, please contact the following for further information:

Program Coordinator  
Work Study Program  
Department of Public Administration  
Florida Atlantic University  
Boca Raton, Florida 33432  
(305) 395-5100, Ext. 2946



Mr. Eugene A. Caputo, Assistant Director of the Area Planning Board, reviews student's performance appraisals while preparing the Work Study Program's application for continued federal funding for FY 1979-80.

## BOARD NOTES

On August 15, 1979, the Area Planning Board unanimously adopted an Areawide Housing Opportunity Plan (AHOP) for Palm Beach County. An AHOP is a plan which asks local governments to recognize that housing is a problem which transcends local political boundaries. The plan is a statement of areawide housing needs, objectives to meet those needs, and proposed implementation strategies to achieve the stated objectives. The AHOP provides all local governments within the County with an opportunity to help alleviate areawide housing problems through joint cooperation and participation in the achievement of the goal of safe, sound, and affordable housing for all of Palm Beach County's residents.

In September, staff of the Area Planning Board will be approaching all the local governments within the County for their endorsement of the AHOP. Once the AHOP is approved by 50 percent of the jurisdictions in Palm Beach County and HUD, the County will become eligible for approximately \$20 million in additional community development block grant funds and some \$800,000 in comprehensive planning funds on a nationwide competitive basis.



## **AREA PLANNING BOARD OF PALM BEACH COUNTY**

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Norman Gregory	Appointed by:	Board of County Commissioners Palm Beach County
Howard Johnson	Appointed by:	School Board of Palm Beach County
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